

# Job Title: CIVIL ENGINEER VI - PLAN PREPARATION ENGINEER - IPR#46616

**Agency :** Department of Transportation

**Closing Date/Time:** 06/14/2023

**Salary:** \$7,085 - \$11,020 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 2

**Plan/BU:** NR916 - Protech Teamsters

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

**\*This position is covered by the Revolving Door Prohibition Policy.**

## Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire Plan Preparation Engineers.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement
- Employee Assistance Program and/or mental health resources

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is accountable for the direction and supervision of the Plan Preparation Section in the district Bureau of Design. The incumbent is responsible for directing the preparation of contract plans and documents for highway improvements to ensure that they are prepared in accordance with departmental design policies, standard specifications, state standards and sound engineering practices

Subordinate personnel:	6 direct, 15 - 20 indirect
Number of projects in progress annually:	50 - 100
Dollar value of projects processed annually:	\$50M - \$200M

This position reports to the Bureau Chief of Design. Reporting to this position are the Senior Design Squad Engineers and the Plan Preparations Section Office Coordinators.

This position functions in a transitional area, characterized by intense urban development within and immediately abutting the city of Chicago, the rapidly changing land use in the eastern and central portions of the metropolitan area, and the western suburban and rural areas of the district; all of which pose a wide variety of technical and engineering problems associated with the design and preparation of contract documents for unusually complex highway construction programs with very demanding deadlines. The district can be identified by over one hundred miles of expressways and ten thousand miles of arterial highways, which handle nineteen to twenty billion vehicle miles of travel annually; several hundred diverse abutting and/or overlapping municipal entities with often competing transportation priorities; and a huge complex of public and private utilities, all competing for use of our limited state highway rights-of-way.

Typical problems encountered in this position include investigating the appropriateness of design report recommendations in light of operational and maintenance needs within the limits of proposed highway improvements, and proposing effective alternates when appropriate; evaluating proposed scopes of work in terms of feasibility from the standpoint of highway construction and operation to minimize costly construction change orders; developing standards and specifications required for specific highway improvements; ensuring that completed plans and contract documents conform to existing departmental policies and procedures; ascertaining the most effective seasonal staging of construction to maintain satisfactory traffic flow; proposing the most cost effective traffic control procedures through the construction area to balance the demands of highway safety and mobility; recommending effective methods for informing and obtaining local governmental and public approval for proposed improvement projects; developing and recommending appropriate features that must be incorporated into agreements where local governmental units are participating in highway improvement projects; and ascertaining the need for and recommending the use of consultants.

### **(Job Responsibilities continued)**

The greatest challenge to this position is developing a high degree of productivity and effectiveness in subordinate staff to ensure consistent and satisfactory performance. The incumbent is personally responsible for establishing and continuously adjusting work schedules and manpower assignments required to complete assigned projects, which is complicated by unusually complex programs and demanding schedules; establishing work activity priorities which provide the proper lead time for right-of-way acquisition, negotiation of agreements, and adjustment of conflicting utility facilities; obtaining necessary soils and traffic data and bridge designs; participating in meetings with local governmental officials, private groups and the public to explain the impact of projects; and rendering technical assistance on drainage requirements and methods of adjusting utility facilities.

The incumbent accomplishes his/her objectives through the following staff:

- Senior Design Squad Engineer: is, with staff, responsible for designing highway projects of various types and magnitudes in accordance with departmental policies, procedures, standards, specifications, and accepted engineering practice.
- Office Coordinator: is responsible for performing various difficult and complex typing work, complex secretarial duties, Plan Preparations Section office support, and word processing duties.

The position requires considerable latitude in the management of subordinate staff and in resolving a wide range of problems, particularly difficult engineering and scheduling problems and determining those problems to be referred to district management. The policies, standards and engineering principles guiding the incumbent are general in nature and require considerable independent judgment in implementation.

Within the department there is frequent contact with the central Bureau of Design & Environment concerning such items as policy evaluation and interpretation. Within the district the incumbent is in daily contact with all bureaus. Periodic contact is also necessary with public officials, developers, property owners, other state agencies, and the Federal Highway Administration (FHWA) in matters requiring a great deal of engineering judgment.

The effectiveness of this position is measured by the incumbent's ability to ensure completion of the assigned

design program in a timely, efficient and effective manner.

## **Principal Accountabilities**

1. Ensures that all work done by assigned personnel is in conformance with department standard specifications, policies and sound engineering practice.
2. Provides for the proper scheduling and manpower assignment that ensures timely and efficient project completion.
3. Ensures that all work reflects the latest highway safety considerations and is environmentally compatible.
4. Ensures that all commitments made by the department are accounted for in the preparation of the contract plans.
5. Assures close contact and effective communication with local governmental agencies, businesses and private citizens during plan preparation to make sure all necessary considerations have been taken into account.
6. Provides the direction, counseling, training, and motivation of subordinate staff to ensure a high level of productivity, effective performance, and their continuous development for more difficult assignments.
7. Provides subordinates with the direction that enables them to comply with the provisions of the Departmental Safety Code and accepted safe work practices.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- **Education/Experience**
  - Current registration as a Licensed Professional Engineer in the state of Illinois
  - Eight years of experience in civil engineering including three years supervising staff and managing engineering functions
- A valid driver's license
- Occasional travel
- Occasional overtime

### **Position Desirables**

- Good organizational, leadership and management skills
- Excellent oral and written communication skills
- Ability to develop and maintain cooperative relationships with employees, agency officials, and the general public

**Work Hours:** 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

**Work Location:** 201 Center Ct Schaumburg, IL 60196-3169

**Office:** Office of Highways Project Implementation/Region 1/District 1/Design

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Environmental & Natural Resources; Leadership & Management; Science, Technology, Engineering & Mathematics

## **APPLICATION INSTRUCTIONS**

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)

